



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



ADMINISTRATIVE ASSISTANT I Training and Experience Assessment

PLEASE READ INSTRUCTIONS CAREFULLY

This Training and Experience Assessment (T&E) will be used to measure your experience, training, and/or education relevant to the Administrative Assistant I. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job.

The T&E is the exam and it will be weighted **100%** of your score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The eligible list resulting from this exam will be used by CCHCS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E that will allow you to select the tenure(s) and time base(s) that you are interested in working.

Please follow the instructions carefully and completely.

Name: _____

Social Security Number: _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

I certify that all the statements I have made in this exam are true and correct.

Signature

Date

FILING INSTRUCTIONS:

Please submit **1.) State application (STD. 678)** and **2.) Completed Training and Experience Assessment** as follows:

By mail to:

California Correctional Health Care Services
Selection Services Section, D1
P.O. Box 588500
Elk Grove, CA 95758

OR

In person to:

California Correctional Health Care Services
8280 Longleaf Drive, Suite 101, Drop Box
Elk Grove, CA 95758

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MINIMUM QUALIFICATIONS

You must meet the Minimum Qualifications by the date the T&E is signed. If not, your application will be rejected and your T&E exam will not be scored. Please ensure that your State application (STD. 678) clearly indicates your experience, training, and/or education relevant to the Administrative Assistant I Minimum Qualifications as stated below:

Either I

Twelve months of work experience in the California state service performing staff work in a class with a level of responsibility equivalent to that of Junior Staff Analyst, Range B, or Staff Services Analyst, Range B.

Or II

Eighteen months of experience in the California state service performing the duties of an Executive Secretary I.

Or III

Experience: Two years of progressively responsible experience in one or a combination of the following:

1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be at a level of responsibility equivalent to that of Office Services Supervisor I.); or
2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a working knowledge of the field of management, at least one year of which shall have been in a higher than trainee capacity.

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience. Possession of a Master's Degree in Hospital Administration with a one-year internship in a hospital or its equivalent may be substituted for the required experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in State service may be used to meet this education requirement on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

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JOB REQUIREMENTS

The following are job requirements. Please indicate your willingness to comply with each job requirement listed. *(Please note, if you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from further consideration in this exam.)*

1. Are you willing to work at correctional facilities with the California Correctional Health Care Services?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you willing to treat inmates/patients in a professional, ethical, and tactful manner?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are you willing to abide by and adhere to institutional safety and security policies?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are you willing to maintain privacy and confidentiality regarding individual patient-inmate health information?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Are you willing to promote positive, collaborative, professional working relationships among co-workers and peace officers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Are you willing to work around peace officers armed with chemical agents and/or weapons?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are you willing to abide by and adhere to the institutional dress code?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are you willing to comply with tuberculosis screening requirements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Are you willing to sit for most of your work day, and walk or stand for brief periods of time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Are you willing to follow oral and written instructions?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Are you willing to work professionally with individuals from a wide range of cultural backgrounds?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Are you willing to work overtime?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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WORK EXPERIENCE	FREQUENCY					LEVEL OF SKILL				
<p>Instructions: For Items 13 – 24, please check the box that best indicates the following:</p> <p>Frequency:</p> <ul style="list-style-type: none"> The frequency you have in performing this task. <p>Level of Skill:</p> <ul style="list-style-type: none"> The level of skill you have in performing this task. 	Daily	Weekly	Monthly	Quarterly/Annually	Have not performed		I can perform independently with no training.	I have some experience but need additional training.	I have training, but no work experience.	I have no training or work experience.
13. Assist an Administrator by relieving him/her of administrative detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Make special studies and investigations and prepare administrative reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist in interpreting departmental policies to operating divisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist operating heads on administrative problems and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Make studies and evaluations of operating programs and procedures and assist in the installation of new programs and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Cooperate with other agencies, groups, and individuals in connection with the coordination of departmental activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Prepare agendas and make arrangements for committee, board, and other meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database and/or presentation software.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Prepare response to correspondence containing routine inquiries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Prioritize, research, summarize, and assemble confidential and sensitive departmental/program documents to produce information for meeting/discussion preparation and response to verbal/written inquiries (e.g., media, outside agencies, public, legislative offices, etc.) in order to relay information/instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Act as liaison between Administrator/departmental staff and others (e.g., law enforcement agencies; community, legal, Governor's, and legislative offices, etc.) in order to relay information/instruction utilizing email and other communication devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Attend executive meetings to capture discussion key points/assignments and produce meeting minutes for dissemination to attendees and other utilizing various forms of note taking (e.g., shorthand, tape recording, laptop, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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WORK EXPERIENCE	FREQUENCY	LEVEL OF SKILL
<p>Instructions: For Items 25 – 34, please check the box that best indicates the following:</p> <p>Frequency:</p> <ul style="list-style-type: none"> The frequency you have in performing this task. <p>Level of Skill:</p> <ul style="list-style-type: none"> The level of skill you have in performing this task. 	<div>Daily</div> <div>Weekly</div> <div>Monthly</div> <div>Quarterly/Annually</div> <div>Have not performed</div>	<div>I can perform independently with no training.</div> <div>I have some experience but need additional training.</div> <div>I have training, but no work experience.</div> <div>I have no training or work experience.</div>
25. Implement computer-based management information systems for tracking purposes (e.g., assignments, incoming correspondence, staff/inmate incidents/complaints, etc.) for the Administrator to maintain assignment control and information source.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
26. Follow up on projects and requests assigned to staff/program to check on status of projects and ensure deadlines are met.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
27. Maintain the Administrator's meeting/travel calendar in order to effectively manage his/her daily schedule.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
28. Provide and/or direct the secretarial support services/tasks (e.g., type, screen/redirect telephone calls, file, timekeeping, order equipment/supplies, review incoming correspondence, respond to emails, etc.) for the Administrator to facilitate the completion of routine office workload/tasks.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
29. Review and monitor correspondence for format, content, grammar, and compliance with departmental clerical policies and procedures to produce accurate and complete documents.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
30. Act as a resource to clerical staff and as a liaison to other office/department/program office clerical staff to promote information sharing in order to standardize departmental documents, policies, and procedures.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
31. Independently compose correspondence for the Administrator's signature in an effort to provide relief and assistance from routine administrative details.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
32. Schedule and coordinate meetings for the Administrator to share information and review/set policies related to departmental issues.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
33. Make travel arrangements (including preparation of travel advance and travel claim) and hotel accommodations for the Administrator to provide relief and assistance from time-consuming routine travel details.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
34. Review, screen, redirect, and process incoming mail while prioritizing for time-sensitive issues for the Administrator's immediate attention.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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WORK EXPERIENCE	FREQUENCY						LEVEL OF SKILL			
	Daily	Weekly	Monthly	Quarterly/Annually	Have not performed		I can perform independently with no training.	I have some experience but need additional training.	I have training, but no work experience.	I have no training or work experience.
Instructions: For Items 35 – 43, please check the box that best indicates the following: Frequency: <ul style="list-style-type: none"> The frequency you have in performing this task. Level of Skill: <ul style="list-style-type: none"> The level of skill you have in performing this task. 										
35. Direct activities in the Administrator's absence in order to effectively ensure continued flow of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Assist with confidential and sensitive personnel matters in order to provide the Administrator information in a concise logical manner for appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Work independently on assigned tasks with no supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Contact others both orally and/or in writing to obtain needed information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Respond both orally and/or in writing to inquiries or requests for information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Answer phone calls and direct calls to appropriate parties or take messages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Greet visitors and determine whether they should be given access to specific individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Communicate with people outside the organization, representing the organization to customers, the public, other governmental entities, and other external sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Develop constructive and cooperative working relationships with others and maintain them over time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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KNOWLEDGE, SKILLS, AND ABILITIES		LEVEL OF EXPERTISE		
<p>Instructions: For Items 44 – 54, please check the box that best indicates the following:</p> <p>Level of Expertise:</p> <ul style="list-style-type: none"> The level of expertise you have with each knowledge, skill, and ability. 				
		I have enough expertise in this area to use this knowledge, skill, or ability on the job without training.	I have some training in this area, but have not used this knowledge, skill, or ability on the job.	I have limited or no training in this area.
44. Knowledge of principles, problems, and methods of public and business administration, including organization, personnel, and fiscal management.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Knowledge of office management principles, methods, and procedures to provide administrative assistance to an Administrator.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Comprehensive knowledge of secretarial practices (e.g., grammar, proofreading, use of departmental clerical references, compose and format letters, etc.) to consistently produce complete and accurate documents.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Knowledge of the operation and maintenance of office equipment (e.g., personal computer, copier, fax, video equipment, multi-line telephone, etc.) to conduct daily activities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Knowledge of principles and processes for providing customer and personal services.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Skill to type at a speed of 45 words per minute or more in order to effectively complete work assignments, type correspondence, transcribe minutes, disseminate information to staff and others, etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Skill to effectively provide written, oral, functional direction to other support staff in order to ensure completion of required work duties, train support staff, communicate information, etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Skill to perform difficult clerical work in order to identify and process sensitive/confidential information and complete work assignments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Skill to keep difficult records (e.g., adverse actions, letter of instructions, individual development plans, etc.) in order to maintain confidentiality and track documents.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Skill to independently gather data in order to compose correspondence (e.g., memoranda, letters, reports, etc.) and assemble for Executive's review.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Skill to independently carry out non-routine administrative assignments (e.g., attend meetings, compose correspondence, provide orientation to new staff, etc.) in order to alleviate the Executive of non-routine office details.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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KNOWLEDGE, SKILLS, AND ABILITIES		LEVEL OF EXPERTISE		
<p>Instructions: For Items 55 – 67, please check the box that best indicates the following:</p> <p>Level of Expertise:</p> <ul style="list-style-type: none"> The level of expertise you have with each knowledge, skill, and ability. 		<p>I have enough expertise in this area to use this knowledge, skill, or ability on the job without training.</p>	<p>I have some training in this area, but have not used this knowledge, skill, or ability on the job.</p>	<p>I have limited or no training in this area.</p>
55. Skill to handle a variety of public contacts, both on the telephone and in person, with courtesy and tact in order to respond to inquiries, disseminate information, provide assistance, promote a positive work environment, and gain the cooperation of others.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Skill to communicate effectively (both orally and in writing) in order to provide assistance/direction to staff and others, exchange information, write reports/memoranda/letters, etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Skill to understand and carry out directions of an Executive with minimal explanation in order to complete work assignments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Skill to analyze situations accurately and take effective action in order to determine the importance and respond to situations appropriately (e.g., complaints, fire drills, emergencies, staff issues, etc.).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Skill to make accurate arithmetic computations in order to complete various office forms and tasks (e.g., process/complete timesheets, travel advances, travel expense claims, purchase orders, mileage forms, etc.).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Skill to establish and develop written instructions and procedures in order to maintain office production, assist employees in training and office protocol, standardization, and complete routine office tasks.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Skill to transcribe notes in order to summarize the topics of discussions and provide attendees and others with a written record of the meeting/conference/seminar.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Ability to think clearly and quickly and analyze and solve problems of organization and management.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Ability to establish and maintain cooperative working relationships with others.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Ability to complete assignments without detailed instructions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Ability to read and understand information and ideas presented in writing.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. Ability to listen to and understand information and ideas presented orally.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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KNOWLEDGE, SKILLS, AND ABILITIES		LEVEL OF EXPERTISE			
Instructions: For Items 68 – 70, please check the box that best indicates the following: Level of Expertise: <ul style="list-style-type: none"> The level of expertise you have with each knowledge, skill, and ability. 			I have enough expertise in this area to use this knowledge, skill, or ability on the job without training.	I have some training in this area, but have not used this knowledge, skill, or ability on the job.	I have limited or no training in this area.
68. Ability to apply general rules to specific problems to produce answers that make sense.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Ability to work independently or in a group.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Ability to communicate clearly, both verbally and in writing.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADMINISTRATIVE ASSISTANT I
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CONDITIONS OF EMPLOYMENT (FORM 631) - CDCR ADULT LISTING ONLY

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPES OF EMPLOYMENT YOU ARE WILLING TO ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time

☐ (R) Permanent Part-Time

☐ (K) Limited-Term Full-Time

☐ (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION INFORMATION

This exam is being given for the following location ONLY.

(1307) **Calipatria State Prison**
 Calipatria, Imperial County (North)

Please notify CCHCS promptly of any address changes or availability for employment at the following address: CCHCS, Human Resources, Selection Services Section, D1, P.O. Box 588500, Elk Grove, CA 95758.

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RECRUITMENT QUESTIONNAIRE

HOW DID YOU HEAR ABOUT THE ADMINISTRATIVE ASSISTANT I EXAM?

The questions below are not part of the exam and are for informational purposes only.

1. Check the box that best describes how you found out about this exam.

- ☐ College Recruitment
- ☐ CDCR Employee/Relative
- ☐ CDCR Website
- ☐ Job Fair/Career Event (California)
- ☐ Job Fair/Career Event (Outside of California)
- ☐ Advertisement in Magazine/Journal
- ☐ Mailer
- ☐ Newspaper
- ☐ Internet Search (Career Builder, Google, AOL, etc.)
- ☐ State Personnel Board (SPB)

2. Check the box that best describes the reason for selecting CCHCS as your place of employment.

- ☐ Competitive Salary
- ☐ Benefits
- ☐ Retirement
- ☐ Career Challenge
- ☐ Gain Experience in a Correctional Setting
- ☐ Flexible Shifts
- ☐ Opportunity
- ☐ All of the Above